



Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-637

Date: May 18, 2011

3 FAM 4310 DISCIPLINARY ACTION GENERAL

3 FAM 4330 ADMONISHMENT

3 FAM 4340 REPRIMAND

3 FAM 4350 SUSPENSION

3 FAM 4360 SEPARATION FOR CAUSE

Changes

1. Reference changes and minor edits were made to the subchapters listed above.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.

3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAM 4310 (TL:PER-486, 10-28-2003; 5 pages) and replace it with revised subchapter 3 FAM 4310 (5 pages).
2. Remove and discard old subchapter 3 FAM 4330 (TL:PER-486, 10-28-2003; 2 pages) and replace it with revised subchapter 3 FAM 4330 (2 pages).
3. Remove and discard old subchapter 3 FAM 4340 (CT:PER-572, 09-28-2005; 5 pages) and replace it with revised subchapter 3 FAM 4340 (5 pages).
4. Remove and discard old subchapter 3 FAM 4350 (CT:PER-580, 10-20-2005; 5 pages) and replace it with revised subchapter 3 FAM 4350 (5 pages).
5. Remove and discard old subchapter 3 FAM 4360 (TL:PER-486, 10-28-2003; 8 pages) and replace it with revised subchapter 3 FAM 4360 (8 pages).
6. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:PER-637, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

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(HR/ER/CSD)